**Team Training Request & Justification Letter**

Hi { name } –

I am writing to inform you of my interest in pursuing additional training to support our team. I’ve realized that there are certain areas the team and company could benefit from the training, not only for today, but to prepare us for the future.

I have done a lot of research and [AOTMP® University](https://aotmp.com/university/) has the most relevant, comprehensive, and cost-effective options. Their focus is on the financial and operational aspects of telecom, mobility, and cloud / IT management. They train the best practices we need to stay on top of the changing industry. I feel the team would greatly benefit from { insert specific topics }. I am requesting that the organization cover the cost of the training to allow us to help fill these knowledge gaps.

AOTMP® University has the following subscription packages and I have selected the one that I feel would be of most benefit to the team:

[ ]  **Unlimited Subscription** – Includes unlimited course access. (It’s only { enter the per person price found [here](https://aotmp.com/product/unlimited-course-subscription/) based on the # of users } per person for an entire year of learning!)

[ ]  **Unlimited Plus Subscription** – Includes everything in an Unlimited subscription *plus* access to all Specialist certifications. (It’s only { enter the per person price found [here](https://aotmp.com/product/unlimited-plus-subscription/) based on the # of users } per person for an entire year of learning and Specialist certifications!)

[ ]  **Unlimited Pro Subscriptions** – Includes everything in an Unlimited Plus subscription *plus* and Efficiency First® Framework Guidebook (AOTMP® University’s technology management blueprint for optimizing individual and team financial and operational performance efficiency) *plus* access to all Professional & Master certifications. (It’s only { enter the per person price found [here](https://aotmp.com/product/unlimited-pro-subscription/) based on the # of users } per person for an entire year of learning, Specialist, Professional, and Master certifications *and* the blueprint guidebook to keep us focused as a team on driving efficiency!)

I believe the selected subscription will bring the greatest return on investment. More specially, I believe it will help us { insert areas of focus }.

The total investment for { # of team members } is { insert total investment price }.

Our team is a very valuable asset to this organization, and I feel this training will help us not only in our day-to-day contributions to the organization but also help us prepare to make a greater contribution in the years to come.

Please let me know your thoughts and if you have any further questions. I appreciate your time and consideration in this matter.

Sincerely,